

Recruitment: The Invitational Meeting

The purpose of this meeting is to spark an interest in Phi Sigma Pi, answer questions, outline the goals of the organization, meet people, and prove that the organization is for them. Most Chapters have two Invitational Meetings per term (always plan a snow/inclement weather date when the season dictates). Sunday, Monday, Tuesday, and Wednesday nights, between 6 - 9 p.m., seem to be the most popular with the least amount of conflict between classes, jobs, etc.

A typical Invitational Meeting has the following characteristics:

- All active Members are present.
- All active Members wear letters/colors.
- Scrapbooks/awards/banners are displayed.
- Refreshments are provided. (chips, pretzels, soda, etc.)
- All active Members and Potential New Members introduce themselves - name, major and why they joined or are interested in joining Phi Sigma Pi.
- Presentation of national Invitational Meeting PowerPoint or Chapter recruitment video by the President, Recruitment Advisor and Initiate Advisor.
- Question and answer period.
- Interested students sign-up and are informed about the next meeting.
- Allow time for post-meeting socialization.
- Shake hands with Potential New Members as they leave.

Preparation for the Invitational Meeting:

- Recruitment committee - one hour before the meeting begins set-up.
- Membership - half an hour before the meeting begins.
- ENERGIZE time (do Chapter chants, songs, etc.)
- Review the information and provide additional updates.
- Ask for greeters (to welcome prospective members at the door).
- Members should be standing ready to converse with incoming Potential New Members.

Start on time! This shows that you value the prospective members' time. Keep in mind that you might be very surprised by the turn-out, especially when the invitational letters were used as a means of advertising

Invitational Meeting Schedule Example

Check-in (5 min)

It's likely that your Chapter Members are required to sign in at Recruitment Events in order to get attendance credit. So why wouldn't you do the same for PNMs? It's important to always keep attendance at your Invitational Meetings and Recruitment Events, so you can follow up personally. Taking attendance can be as simple as writing general information like name, major, and graduation year on a list, but a best practice is to get as much information as possible about the PNM. Consider using a half sheet asking for preferred methods of contact and why they are interested in joining Phi Sigma Pi. This information will help when following up, and can also be used during Bid Voting.

Ice Breaker (10 min)

Ice breakers are a relatively quick, fun and engaging way to start conversations between Members and Potential New Members. Ice breakers usually take anywhere from 5 to 10 minutes, so you should be sure to plan accordingly. While there are some ice breakers that work better in small groups, and ones that are better for large groups, the National Office suggests using those that can be used with groups of any size since Recruitment attendance can sometimes be unpredictable. Find a list of icebreakers [here](#).

Presentation (15 min)

Most Chapters use a PowerPoint presentation to share information with Potential New Members at Invitational Meetings. The presentation should include information about Phi Sigma Pi's ideals, benefits of Membership, Initiation Program requirements and upcoming Recruitment Events. You also can include Chapter photos to make it more personal. The most important two tips include practicing your presentation until you feel comfortable and spotlighting Members in your Chapter whenever you can, such as asking for Committee Chairs to share event examples.

You can find two Invitational Meeting Presentations below:

- [Invitational Meeting Presentation](#)
- [Invitational Meeting Presentation with Activity](#)

- 1 Check-In
(5 Minutes)
- 2 Ice Breaker
(10 Minutes)
- 3 Presentation
(15 Minutes)
- 4 Scholarship/
Leadership Activity
(15 Minutes)
- 5 Closing
(15 Minutes)



Scholarship/Leadership Activity (15 min)

During Invitational Meeting/Recruitment Events is a great way to showcase what Phi Sigma Pi is all about: scholarship, leadership and fellowship to improve humanity with honor. We have created three ways to add these components into your event:

- [Create HOBY Hugs](#)- This is a way to showcase the National Philanthropy HOBY.
- Create a service project that gives back to your Local Philanthropy.
- Complete a Leadership activity based on Personal Communication Styles.

Closing (15 min)

When the presentation is over, you don't want to just send PNMs on their way. Make sure to thank them for attending and provide an opportunity for them to ask questions. This could also be a time for Potential New Members to have meaningful conversations with Members and other PNMs. The closing is just as important as the other parts of an Invitational Meeting.